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FIRST AID POLICY

POLICY STATEMENT

RCS will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to others who may also be affected by our activities.

First aid will be provided as far as is reasonably practicable to any person to whom we owe a duty of care if they are injured or become ill whilst on our premises or involved in an off-site activity. There must be sufficient suitably certificated First Aiders, Appointed Persons and adequate first aid facilities to ensure that assistance will be provided quickly to casualties, and a call made to the emergency services when appropriate. The Directors will ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

Responsibility for first aid at RCS is held by the Responsible Manager.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

AIMS AND OBJECTIVES

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises
 - It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision
- Ensuring that there are a sufficient number of trained first aiders on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them

EXPECTATIONS OF STAFF

Colleagues' conditions of employment do not include giving first aid unless they are employed in that role, although any member of staff may volunteer to undertake these tasks. In general, the consequences of taking no action are likely to be more serious than those trying to assist in an emergency.

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FIRST AID TRAINING

The Responsible Manager will ensure that appropriate numbers of certificated Appointed Persons, Emergency First Aiders and Paediatric First Aid trained staff are nominated, as identified by the completion of the First Aid Needs Assessment and that they are adequately trained to meet their statutory duties.

Appointed Persons are not qualified First Aiders. Where the First Aid Needs Assessment identifies that qualified First Aid staff are not necessary due to the nature / level of risk, the **minimum legal requirement** is to appoint a person / persons (the Appointed Person) to be on site at all times during the working day.

Note: Appointed Persons are not fully certificated First Aiders and should only provide basic first aid for which they have been trained. Emergency Responders will call the emergency services in the first instance and attempt to locate First Aiders / Appointed Persons who can deal directly with the incident.

PAEDIATRIC FIRST AID TRAINED STAFF

These staff are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations for provision of first aid to those children aged 5 years old or younger.

FIRST AID PROVISION

Our First Aid Needs Assessment has identified the following first aid kit requirements:

First aid kits on the premises. These first aid kits will be situated at all office sites and notices showing location of First Aid kit displayed.

EMERGENCY ARRANGEMENTS

Upon being summoned in the event of an accident, the First Aider / Appointed Person is to take charge of the first aid administration / emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call 999.

The First Aider / Appointed Person is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of use of an epi-pen
- Whenever there is the possibility of a serious fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

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In the event of an accident involving a child, where appropriate, it is our policy to always notify parents at the first opportunity of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires first aid treatment
- requires attendance at hospital
- is possibly a fracture or where this is suspected
- is a head injury

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to contact the parents every hour. In the interim, we will ensure that the First Aider, Appointed Person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the First Aider / Appointed Person / another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

RECORDS

All accidents requiring first aid treatment are to be recorded with (at least) the following information:

- Name of injured person
- Name of the certificated Emergency / Paediatric First Aider / Appointed Person
- Date of the accident
- Type of accident (eg, bump on head, etc)
- Treatment provided and action taken
- All incidents for students are recorded electronically on their SIMs file. If they have a more serious incident, PDF's of accident risk assessment forms (and any other relevant accident information) are also stored in an electronic folder accessible by relevant staff.



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